

APPLICATION FOR ENDORSEMENT *OR* ENDORSEMENT PLAN (SAEP)

Business Education Composite Endorsement

This endorsement does *NOT* attach to CTE/APP Licenses, Middle School Licenses, Elementary Licenses, Level 1 CTE Licenses, *OR* Level 1 Secondary Licenses

Credits Required: 63 semester (95 quarter)

Transcripts must be attached to verify applicable course work

Last Name	First Name	Middle Name	Date	SS # or CACTUS ID #
Home Address	City	State	Zip	Work Phone ()
Email Address				Home Phone ()
Current Teaching/License Status <input type="checkbox"/> Not Teaching OR Teaching at: (School)_____ (District)_____				
Educator License held: <input type="checkbox"/> Secondary Education				
Check only one	<input type="checkbox"/> I am requesting the Composite endorsement. 63 credits have been completed and the appropriate documentation is attached.			
	<input type="checkbox"/> I am submitting a plan for the Composite endorsement. Course requirements will be completed within the timeframe identified in the plan. OR			

This endorsement authorizes the instructor to teach all State approved business courses

Course Information (minimum grade of C required)	Date Completed	
24 Required credits for the Business Core Endorsement (See page 2 for breakdown)		
21 Required credits for the Business Information Technology Endorsement (See page 2 for breakdown)		
Pedagogy Information (18 credits)	Grade	Date Completed
Instruction, Technology, Assessment and Planning (SLCC EDU 2800)		
Child/Adolescent Development/Classroom Management (SLCC EDCU 2820)		
Introduction to Special Education (SLCC EDU 2600)		
Foundations of Learning & Teaching Diverse Populations (SLCC EDU 2600)		
Special Topics in Education: Literacy Strategies (SLCC EDU 2840)		
Business Education Methods Course		
Additional Requirements	Date Completed	
Minimum of Bachelor Degree in a business related area		
Teach for three years in the approved endorsement area(s)		
EYE Program (classroom observations, mentor program, portfolio)		
ETS Praxis II Exam passed		

Signature of Applicant	Date
X	

Submit completed application and official transcripts or other documentation to: Stephanie Ferris, USOE Educator Licensing, 250 East 500 South, PO Box 144200, Salt Lake City, UT 84114-4200, Phone: (801) 538-7752
\$40.00 Endorsement Evaluation Fee must be included with this application

----- Information below to be completed by USOE personnel -----

Endorsement Recommended	Business Education Composite	SAEP Approved for _____ years		
		_____ work credits	_____ course credits	_____ total credits
		CTE Specialist Signature		Date
		Endorsement Awarded		
		CTE Specialist Signature		Date

Course requirements for the Business Information Technology endorsement							
Course Information (minimum grade of C required)		Credits	Year	Institution	Grade	Course #	Credits
Required	Computer Information Literacy (CIL) class or exam	3					
	Keyboarding (class or exam – 35 wpm)	1					
	Word Processing (beyond CIL)	1					
	Spreadsheets (beyond CIL)	1					
	Database (beyond CIL)	1					
	Multimedia/Graphics Applications	3					
	Web Page Design	3					
Course Information (minimum grade of C required)			Year	Institution	Grade	Course #	Credits
Electives	Information Technology						
	PC Hardware and Software						
	Operating Systems Windows Applications						
	Network Administration/LAN Management						
	Other (Specify):						
Total Credits Required		21	Total Credits				

Course requirements for the Business Core endorsement							
Course Information (minimum grade of C required)		Credits	Year	Institution	Grade	Course #	Credits
Required	Accounting	3					
	Business Law	3					
	Business Writing	3					
	Finance	3					
	Microeconomics	3					
	Macroeconomics	3					
	Management	3					
	Marketing	3					
Total Credits Required		24	Total Credits				

Revised September 2008